



REQUEST FOR AUTHORIZATION (RFA) CHECKLIST NJPDES/Discharge to Surface Water Permit

Category B4B - General Ground Water Petroleum Product Clean-up (GPPC)

Permit Authorization

TO HELP US PROCESS YOUR RFA MORE EFFICIENTLY, PLEASE PROVIDE ALL ITEMS LISTED BELOW.

This checklist is provided to you as guidance for completing a Request for Authorization (RFA) under NJPDES/DSW permit NJ0102709. Because the master GPPC permit is due to expire on 11/30/03, renewal applications for individual authorizations will need to be submitted on or before June 3, 2003. This checklist is also appropriate for any such renewal authorization applications.

Should you have any questions pertaining to the applicability of the renewal GPPC permit to a discharge scenario; the resulting effluent limitations and requirements; or questions regarding completion of the RFA forms, please contact the Bureau of Point Source Permitting - Region 1 or Region 2 at (609) 633-3869 or (609) 292-4860.

Be sure to read all instructions and answer all questions when filling out the following RFA forms. If an item is not applicable, enter "N/A" or a similarly appropriate response.



FORM NJPDES - 1 - Instructions are provided with the form.

Be sure to indicate in items 5 and 9B if the treated groundwater will be conveyed to the receiving waterbody through a storm drainage system. If a storm drainage system will be used, indicate in item 5 who has ownership of such storm drainage system (e.g., municipality, county or New Jersey Department of Transportation (NJDOT)). Be sure to obtain local approval if you will discharge to a municipal or county storm drainage system. If you will make an attachment to or install drainage facilities to any NJDOT drainage structure or within the state highway system, a separate drainage permit is required to be obtained from the NJDOT. Please refer to Attachment I for more information regarding NJDOT.



EVIDENCE OF RFA SUBMISSION TO THE AFFECTED SEWERAGE ENTITY(IES) AND MUNICIPALITY - Applicable for NEW discharges or activities or for a change in the location or method of discharge for EXISTING discharges. Submit copies of the signed and dated notices that were sent along with the RFA to the affected sewerage entity(ies) and municipality via certified mail return receipts requested or by other means of verification, and copies of the dated certified mail return receipts or other means of verification of receipt.

NOTE: Prior to submitting an RFA to the Department, submit the following to the affected sewerage entity(ies) and municipality in accordance with N.J.A.C. 7:14A-4.3(a)13:

1. A copy of the RFA.
2. A written notice (certified mail return receipt requested or by other means which allows verification of the fact and date of receipt) that the sewerage entity(ies) and municipality must submit to the Department written comments regarding or objections to the proposed discharge or activity within 30 days of receipt of said notice. The Department shall consider these comments in determining whether to issue an authorization.



NJPDES TECHNICAL FORM (Form C) - Detailed instructions are provided on the form. **Complete all Items, except Item 7.**

Note: The applicant must also perform and submit the results of at least **ONE REPRESENTATIVE ANALYSIS OF THE UNTREATED WASTEWATER** from a recovery well, monitoring well, or from an excavation resulting from the removal of a leaking petroleum product tank(s) or other sources. The Department recognizes that Form C requires that effluent data be included; however, for the purposes of the GPPC permit, untreated wastewater data is required. Analytical results and copies of all laboratory data sheets must be compiled into a "**Groundwater Characterization Report**" that is attached to Form C. All applicants should submit the most recent representative data. However, the analytical data must all be from the same sampling event and must have occurred no more than 12 months before the date of RFA submission. Instead of including RFA data in items 10A, B, C and D of Form C, applicants may specify "See attached Ground Water

Characterization Report". Samples shall be collected in accordance with the current NJDEP Field Sampling Procedures Manual available from the Bureau of Revenue, Map Sales and Publications Office (609-777-1038). All analyses must be performed by a NJ certified laboratory. The analysis shall address the following compounds:

- **Conventional/Non-conventional Compounds:**

Total Organic Carbon
Total Suspended Solids
pH
Oil and Grease analyzed by the Petroleum Hydrocarbon method (EPA Method 418.1)

- **Toxic Metal Compounds*:**

Total Recoverable Lead for **RENEWAL** RFAs; **OR**
Toxic Metals for **NEW SOURCE** RFAs as specified in Attachment II of this checklist.

- **Fuel Oxygenates:**

Methyl-*Tert*-Butyl Ether for both **RENEWAL** RFAs and **NEW SOURCE** RFAs; Analysis by GC/MS scan using EPA Method 624.

AND

Tert-Butyl-Alcohol for both **RENEWAL** RFAs and **NEW SOURCE** RFAs; Analysis by GC/MS scan using EPA Method 624.

- **Volatile Compounds:** Analysis by GC/MS scan using EPA Method 624 including Total Xylenes which may be reported in Section 10C.

- **Acid Compounds:** Analysis by GC/MS scan using EPA Method 625.

- **Base Neutral Compounds:** Analysis by GC/MS scan using EPA Method 625.

(*Analysis for this parameter shall follow the sample preparation procedures contained in EPA Method 200.2 "Sample Preparation Procedure for Spectrochemical Determination of Total Recoverable Elements" and the specified analytical method.)

The Department as part of the technical review may require additional analytical requirements based on site-specific conditions.



B4B CERTIFICATION FORM

Administrative Certification. The signature must be completed according to N.J.A.C. 7:14A-4.9. The permittee is required to publish an intent to request authorization under the General Permit pursuant to N.J.A.C. 7:14A-6.13(d)3. The following public notice shall be used as established in the General Permit:

"Notice is hereby given that pursuant to N.J.A.C. 7:14A-6.13(d)3, _____ [name of applicant] intends to submit a request for authorization under the General Groundwater Petroleum Product Clean-up Permit, No.NJ0102709 to the N.J. Department of Environmental Protection. This authorization will allow _____ [name and address of facility] to discharge decontaminated groundwater from petroleum product remediation projects into select surface waters of the State."

Professional Certification. A Professional Engineer **OR** a New Jersey Certified Subsurface Evaluator must complete this certification.

SUBMIT ONE ORIGINAL AND ONE COPY OF THE RFA TO:

**New Jersey Department of Environmental Protection
Bureau of Permit Management, P.O. Box 029, Trenton, New Jersey 08625-0029
Attn.: Administrative Review Unit**

ATTACHMENT I

STORM DRAINAGE SYSTEMS UNDER THE JURISDICTION OF THE NJDOT

If the applicant will make an attachment or install drainage facilities to any NJDOT storm drainage system or within the state highway system, it shall contact the appropriate NJDOT office below:

Northern Office 973-770-5140	Counties: Bergen Essex, Hudson, Morris, Passaic, Sussex, Union and Warren (North of Route 57 only)
Central Office 732-308-4106	Counties: Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Somerset and Warren (South of Route 57 only)
Southern Office 609-795-4725	Counties: Burlington, Camden, Gloucester, Cumberland, Cape May, Atlantic and Salem

ATTACHMENT II

TOXIC METAL COMPOUNDS

Antimony, Total Recoverable	EPA Method 200.7
Arsenic, Total Recoverable	EPA Method 206.2
Beryllium, Total Recoverable	EPA Method 200.7
Cadmium, Total Recoverable	EPA Method 213.2
Chromium, Total Recoverable	EPA Method 218.2
Copper, Total Recoverable	EPA Method 220.2
Lead, Total Recoverable	EPA Method 239.2
Mercury, Total Recoverable	EPA Method 245.1 or .2
Nickel, Total Recoverable	EPA Method 249.2
Selenium, Total Recoverable	EPA Method 270.2
Silver, Total Recoverable	EPA Method 272.2
Thallium, Total Recoverable	EPA Method 279.2
Zinc, Total Recoverable	EPA Method 200.7

In addition, the applicant may submit the results of the dissolved metal fraction separately.

SOURCE: N.J.A.C. 7:14A-4, APPENDIX A, TABLE III.